

Invitation to Bid

Tree Removal Services

The Town of Dover will accept bids for tree removal services.

Bid specifications may be requested from the Highway Department. Call 508-785-0058, ext. 110, or email nbates@doverma.org.

Sealed bids shall be accepted at:

Office of the Selectmen, 5 Springdale Avenue, P.O. Box 250, Dover, MA 02030 until Thursday, January 7, 2021 at 2:00pm, at which time they will be publicly opened and read.

The Town Administrator will make an award to the lowest responsive and responsible bidder within five (5) business days of the acceptance of the bids.

All bids must comply with following conditions:

Any bidding contractor must meet with the Tree Warden prior to estimating the work.

All bids shall be submitted on the bid response sheets provided in this specification in a sealed envelope clearly marked **“Bid for Tree Removal Services – January, 2021.”**

Bid Response Sheet – The bidder shall include on the Bid Response Sheet a price for the specified services and his or her name, address, telephone number and social security or federal identification number. In addition, the bidder will provide a list of three (3) recent clients, preferably municipalities.

The Town Administrator will make an award to the lowest responsible and responsive bidder within five (5) business days of the acceptance of the bids. The lowest bidder will be the bidder with the lowest price. The responsible bidder will be determined through reference checks and the responsive bidder will be the one who meets all submission requirements.

Insurance: coverages as specified below shall be taken out with a company or companies authorized to do such business in the Commonwealth of Massachusetts and shall be written for not less than any limits of liability as specified herein below, or required by law, whichever is greater.

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Worker's Compensation and other benefits as required under Chapter 152 of the General Laws, as amended, and Section 34A of Chapter 149 of the General Laws.

Employers Liability with a limit of at least \$100,000.00 each accident

Comprehensive General Liability and Automotive Liability: General Liability shall include Contractor's Liability, Premises Liability, Completed Operations and Products Liability; all on the occurrence basis with Personal Injury Coverage and Broad Form Property Damage. Automotive Liability shall include coverage for owner, non-owned and hired automobiles.

Combined single limit for Comprehensive General Liability and Automotive Liability:

Each person	\$1,000,000.00
Each occurrence	\$1,000,000.00

The Town will be named as an additional insured on all policies.

Certificates of Insurance shall be submitted to the Town simultaneously with the execution of the Contract. Certificates shall indicate that coverages are afforded as above and in force. These Certificates shall contain a provision that the insurance company will notify the Town by registered mail at least thirty (30) days in advance of any cancellation, change or expiration of the policies.

The Town Administrator reserves the right to reject any or all bids if it be in the Town's interest to do so. The Town Administrator also reserves the right to waive any minor informalities.

The Terms and Conditions of the contract are spelled out in this Invitation to Bid, the Purchase Description and on the Bid Response Sheet, which will be part of the contract document. The successful bidder will be acknowledged with a letter of award, which will be signed by both parties. This letter will also become part of the contract document.

The Contractor shall be an established tree care company with a minimum of five years experience, holding all applicable state and federal permits, licenses and approvals. He or she shall have a verified experience record acceptable to the major overhead utility companies and shall comply with American National Standard for Tree Care Operations – ANSI Z133.3 – 1994 and OSHA 1910 – 269 Electrical Standards.

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Description

It is intended that the successful bidder will provide equipment and manpower, including climbing capability, to perform removals.

Trees to be removed are listed individually. They are situated throughout Dover.
See Attachment A.

All stumps, unless otherwise specified, shall be ground 6" below existing grade within 24 hours of the tree being removed. Until grinding is performed, each stump designated to be ground shall be clearly marked so as to be readily visible to vehicular and pedestrian traffic.

The Contractor shall dispose of all logs and debris unless otherwise noted or directed by the Tree Warden and shall leave locations neat and clean at the end of each working day.

During the progress of the work under this contract, the Contractor shall remove daily all branches, leaves and other debris from work sites and shall leave locations neat and clean at the end of each working day unless otherwise specified.

The Contractor shall dispose of all debris unless otherwise noted or directed by the Tree Warden.

Contract term is from the date of execution of contract through **March 31, 2021**. All work must be completed by the end of the contract term.

Work will be completed under the direction of the Dover Tree Warden. The Town of Dover reserves the right to perform equal or similar public shade tree care and/or compliment the operation of the selected contractor.

Questions concerning this invitation to bid, including questions related to trees should be directed to the Dover Tree Warden.

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Bid Response Sheet

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The undersigned hereby agree to provide the Town of Dover with tree removal services in accordance with the Town's Invitation to Bid and Purchase Description as follows:

Company Name _____

Total price: \$ _____

References:

Please list three current references, preferably municipalities:

Name	Address	Phone	Contact Person
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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The undersigned certifies under pains and penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Name of person signing bid or proposal

Name of business

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Bid Response continued

Pursuant to Massachusetts General Law Chapter 62C Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all State Tax Returns and have paid all State Taxes required under law.

Vendor

Address

Phone Number

Signature

Typed name of Authorized Agent

Social Security Number or Federal Identification Number